



Bookkeeper Application

Metro Public VanPool Program

Please complete all applicable questions which follow and return to Metro VanPool.

1. VanPool No. _____ and/or Route: To _____ From _____
 2. Name _____
(First) (Full Middle) (Last)
 3. Address _____
(Number) (Street)

(City) (ZIP)
 4. How long have you lived at this address? _____ years _____ months
 5. If less than 2 years, please complete the following:
Previous Address _____
(Number) (Street)

(City) (ZIP)
 6. Phone: Work _____ Home _____
 7. Age _____ Date of Birth: _____ Social Security Number _____ - _____ - _____
(Month) (Day) (Year)
 8. Employer's Name and Address _____

 9. Job Title _____
 10. Present Supervisor's Name _____ Phone _____
 11. Length of Employment: _____ (If less than 2 years, please complete the following):
Previous Employer _____
Length of Employment: _____ Last Supervisor _____
 12. Driver's License Number _____
- Signature _____ Date _____

This application warrants a credit check and employment verification.

This application is not an approval to drive a Metro van.

Bookkeeper Agreement

Metro Public VanPool Program

This Agreement establishes the rights and responsibilities of parties as participants in the King County Transit Division Public VanPool Program.

A van bookkeeper must have a good credit history. An applicant must consent to a credit check.

The Bookkeeper agrees during the term of this Agreement to:

1. Complete the morning portion of Metro's Driver Orientation Course prior to assuming bookkeeper responsibilities.
2. Obtain prior approval from Metro VanPool for any expenditure relating to the van in excess of \$50.
3. Collect the monthly fares from all riders not later than the first of the month for which the fares are being paid.
4. Pay for miscellaneous operating expenses of the van from collected rider fares, submitting the balance due to Metro VanPool, as detailed in the Program Manual.
5. Keep daily and monthly records as required by Metro VanPool, submitting them to Metro VanPool as scheduled in the Program Manual.

Metro VanPool agrees during the term of this Agreement to:

1. Provide the Bookkeeper with all necessary report forms, including instructions for their completion and a submission schedule.
2. Provide the vanpool group with a Program Manual outlining all policy and operational aspects of the vanpool program.
3. Establish a fee schedule for participation in the vanpool.

This Agreement shall be effective as of the date of its signing and shall continue in force until one of the parties gives the other party written notice 15 days prior to the planned date of termination. A Bookkeeper may terminate the Agreement for any reason. Metro VanPool may terminate this agreement if ridership is below the break even point for two consecutive months, operation of the vanpool becomes inconsistent with the evaluation criteria established by King County Council, and/or the program is terminated. Metro VanPool may terminate an individual Bookkeeper for failure to abide by any of the program's operational policies, failure to abide by any of the terms of Agreement, or for other good cause. Termination notification shall be by telephone or by mail to the last provided address. The Bookkeeper shall cooperate fully in return of all vanpool records and materials and of the van and all keys thereto within 48 hours of termination.

This Agreement may be modified only by subsequent written agreement signed by each of the parties.

The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of the vanpool because of race, creed, color, sex, age, national origin, nor the presence of any sensory, mental or physical handicap, nor in any way contrary to applicable local ordinances, state and federal laws and regulation, specifically including, but not limited to: Title VI of the Civil Rights Act of 1964; Title 49, Code of Federal Regulations, Part 21 – Nondiscrimination in Federally Assisted Programs of the Department of Transportation; and Chapter 46.60 Revised Code of Washington – Law Against Discrimination.

Signature required.